


OS RECORDS
FILE OS 11

MEMORANDUM TO: DDA Records Management Officer
SUBJECT : Proposed Draft of Word Processing Handbook

The Proposed Draft of the Word Processing Handbook has been reviewed by the Office of Security/Records Management Officer. There are no suggested changes. In the matter of comments, the book is particularly well done and clearly sets purpose and means for use of word processing equipments.

In a final form, the Office of Security would distribute to its components, especially those heavily involved in dictation, typing, editing, etc., to initiate and encourage greater consideration of systemized word processing techniques.

STATINTL



Office of Security
Records Management Officer
Policy and Plans Group

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